

Email

Focused and Other Inbox

The focused and Other Inboxes help organize your mail. The focused inbox is where your critical mail comes in. You can change what mail goes to focused and Other Inboxes as well. To activate Focused Inbox, follow these steps.

1. In Outlook, select **View** tab.
2. Select **Show Focused Inbox**.

To change which inbox messages go to, follow these steps.

1. Right click on message you want to go to focused or other
2. Select **Move to Other** or **Move to Focused** depending on your needs. To permanently move items to the Focused or Other inboxes, select **Always Move to Other** or **Always Move to Focused**.

Conditional Formatting for Emails

Outlook lets users organize mail by changing the color, font, and size of certain emails displayed in inbox. This helps users identify time critical messages much faster. To do this, follow these steps.

1. Click **View**, click **View Settings**, click **Conditional Formatting**.
2. Click **Add** to create a new conditional formatting rule.
3. Name the new rule something meaningful to the situation or email.
4. Click **Font** to change Font, Font Size, and Font Color.

5. Click **Condition**, click **From** and select the emails this rule applies to.
6. Click **OK**.

Proper Use of Read Receipts

Read receipts are very useful when contacting outside parties however, when used to contact internal employees, it can become annoying. To avoid this, change read receipt setting to off and use read receipts on individual messages. To do this, follow these steps.

1. Click **New Message**.
2. Click Options tab.
3. Click **More Commands**.
4. Go down to tracking and select **Request a Read Receipt**.

Or to set rule for specific email addresses

1. Under **Home** tab, click **Rules > Manage Rules and Alerts**.
2. Make sure **Email Rule** tab is selected.
3. Click **New Rule** and click **Apply rule on messages I send**.
4. Click **With Specific words in the recipient's address**.
5. In Step 2 window, click **specific words**.
6. Type in the emails of everyone you want to request read receipts from.
7. Click Finish.
8. Click Apply and OK.